

STUDENT NAME

student@uci.edu · (555) 555-5555

EDUCATION

University of California, Irvine - Irvine, CA June 20XX

Bachelor of Arts, History

GPA 3.53

STUDENT SERVICES EXPERIENCE

UCI Student Success Initiatives (SSI) – Irvine, CA

Sept. 20XX – Present

Peer Educator

- Conduct 1-on-1 “Academic Success Plan” consultations with approximately 4-6 students each week to review time management and test taking strategies
- Communicate daily with diverse community of underserved and underrepresented low-income students of color about our services and resources
- Create and coordinate on-campus resource log and website content for the Student Parents & Families (SPF) Program
- Brainstorm, create, and publish content on the SPF Instagram account to highlight resources and services for the UCI student parent population

UCI Office of the Vice Chancellor Student Affairs – Irvine, CA

Jan. 20XX – Nov. 20XX

Student Assistant

- Informed visitors of the various services and departments on campus and answered questions
- Updated coworkers on project progress during shift transitions to ensure completion
- Performed office duties daily such as answering phones, distributing mail, organizing/cleaning workspace, and regularly analyzing project log

LEADERSHIP EXPERIENCE

UCI Administrative Internship Program – Irvine, CA

Feb. 20XX – Dec. 20XX

Program Leader

- Collaborated with a team of 5 peers to lead 3 student programs on cultural competency and diversity, which included scheduling the events, creating an agenda, and developing activities
- Advised two mentees on program coordinating and lesson planning; conducted weekly check-ins with each mentee to ensure individual progress, set goals, and answer questions

UCI Cross-Cultural Center (CCC) – Irvine, CA

Jan. 20XX - Sept. 20XX

Personal Development Intern

- Facilitated a 4-week-long “Career Jumpstart” program for a cohort of 21 students
- Collaborated with professional staff from the UCI Alumni Association and Student Success Initiatives to plan the annual first-generation college students panel

Together for Inclusion and Diversity – Irvine, CA

Sept. 20XX – Jan. 20XX

Lead Volunteer

- Served with local food banks to provide support for low-income Orange County residents
- Coordinated volunteer schedules on a weekly basis and trained incoming volunteers

AWARDS

- UCI Chancellor Excellence Scholar June 20XX
- First Generation Student Excellence Award June 20XX